



JOB OPPORTUNITY

OFFICE OF THE STATE PUBLIC DEFENDER

Classification:	Legal Analyst \$3589 - 4363
Tenure:	Full-Time
Location:	San Francisco, CA Sacramento, CA

DUTIES AND RESPONSIBILITIES:

Under supervision, the Legal Analyst will perform variety of journey analytical paralegal tasks related to the death penalty defense mission of this office. Duties include assisting attorneys in collecting and controlling information; analyzing and summarizing documents and other research information; locating potential witnesses; interviewing witnesses; performing general legal and legislative history research and other duties as required. Travel is required.

DESIRABLE QUALIFICATIONS:

General knowledge of legal concepts, principles and procedures; use of legal reference materials; write effectively; read and understand statutes, court decisions, legal documents and similar materials; work cooperatively with attorneys, staff, and the general public; ability to work independently; good attendance record; familiarity with word processing and/or personal computer equipment.

WHO SHOULD APPLY:

Current State employees in the above classification(s), or who are within transfer range, or have list eligibility. Training and Development Assignments may be considered for recruitment purposes. Applicants on SROA lists or employed by a surplus department are encouraged to apply. (Please indicate on your application if you are SROA/Surplus)

Send an Application To:

Raquel Correa
Office of the State Public Defender
801 K Street, Suite 1100
Sacramento, CA 95814 (916) 445-5447

FINAL FILING DATE:

Until filled

Applications will be screened and only the most qualified applicants will be interviewed.

The OSPD is an equal opportunity employer offering equal opportunity to all regardless of race, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

It is an objective of the State of California to achieve a drug free state work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the Law of the State, the Rules governing Civil Service, and the special trust placed in public servants. Released 0723/07